



Taxicab and For Hire
Vehicle Bureau License



Date

Tracking Number

TOUR PLANNER LICENSE REQUIREMENTS

Items to be submitted by all applicants

- 1. Completed Application** (Do not leave blanks: note N/A if not applicable. Please note that an incomplete application will not be accepted. Application must be completed, signed and notarized)
- 2. Proof of Citizenship or permanent residence**
Acceptable original documents: Birth certificate, Certificate of Naturalization, Valid U.S. Passport, Permanent Resident Card or Work Authorization Document
- 3. Proof of Residency** for a period greater than six (6) months
Documents accepted: Utility bill, Water bill, Landline Telephone bill, Mortgage or Notarized Rental Agreement
- 4. Certified copy of Articles of Incorporation / Articles of Organization by the Louisiana Secretary of State Office** identifying the name(s) and position(s) of all the officers and members
- 5. Letter signed by the officer(s) and/or member(s) of the company** authorizing the applicant to conduct business on behalf of the company
- 6. City of New Orleans Occupational License** (Business required to maintain an office in Orleans Parish)
- 7. Proof of Comprehensive Liability insurance** in the amount of \$300,000
Accepted documents: Certificate of Liability Insurance / Declaration Page
- 8. Fidelity Bond** in the amount of \$10,000 secured by the business
- 9. Pay \$500 License Fee**
Forms of payments accepted: Money order or cashier's check payable to The City of New Orleans or Mastercard / Visa / Discover credit card. 2.45% convenience fee will be applied to credit card transactions

Upon submission of the application, then the applicant must complete the following:

- 10. Federal Background Check/Criminal History Report** (see Criminal History Records Check Application Form)
 - \$50.00 money order paid to New Orleans Aviation Board
- 11. Drug Test** (see Drug Test information sheet and application)
 - \$20.00 fee paid to drug testing facility

All fees are non-refundable.

You are encouraged to familiarize yourself with New Orleans City Code Chapter 30. A copy may be obtained from the Clerk of Court's Office, or online at www.municode.com. Please govern yourself accordingly.

Applicant's Initials: _____



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TOUR PLANNER LICENSE APPLICATION

BUSINESS INFORMATION

Business Name _____

Business Address _____

City _____ State _____ Zip _____

Business Phone _____ Email Address _____

EIN # _____

APPLICANT INFORMATION

Applicant Full Name _____

Applicant Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Position _____

Louisiana Driver's License or State ID# _____ Expiration Date _____

Email Address _____

ACKNOWLEDGEMENTS

License Holder Certification (Individual or Corporation):

BEFORE ME, THE UNDERSIGNED AUTHORITY, THIS DAY PERSONALLY APPEARED _____, who, being by me first duly sworn, deposes and says that he/she is an applicant for a Tour Planner License, and in accordance with New Orleans City Code Chapter 30, does request the Taxicab and For Hire Vehicle Bureau issue/renew a Tour Planner License, and that all statements in this application are true.

Applicant Signature _____ Date _____

Sworn and subscribed before me this _____ day of _____ 20 ____ .

Signature of Notary Public _____ Name of Notary Public _____

Personally known _____ or Identification Produced _____

Type of Identification Produced _____

My Commission Expires _____